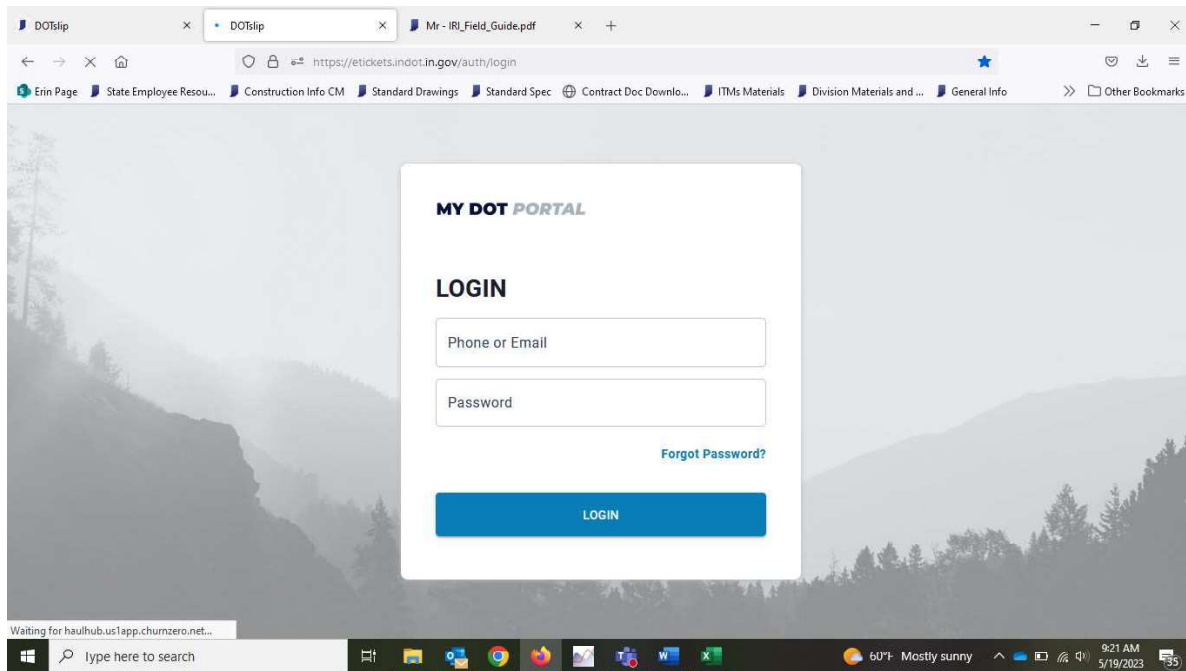


E-TICKET INCENTIVE FIELD GUIDE

- The e-ticket incentive will be applied as a one-time payment on the pay estimate following substantial completion of the contract. The report generated by this field guide will be utilized for incentive final payment and should be submitted as part of the Final Construction Record. Each supplier will have a separate e-ticket total count shown on the individual supplier sheets of this report. The total shown for each supplier will then be added up for a single e-Ticket Incentive Final Payment to the Prime which covers all suppliers.
- The steps in this Guide facilitate downloading e-ticket data on a contract from the Departments e-ticket Portal and customizing the downloaded Finals Report to determine Final Incentive Payment Amounts.
- District Final Records verification of e-ticket incentive payment requires no comparison of e-tickets produced in this report with tickets utilized for payment of other pay items. The report generated by utilizing this Field Guide is stand alone and sufficient for payment of the e-ticket incentive and FCR documentation when the steps outlined within are followed.

- 1) Open **MyDOTPortal** (<https://etickets.indot.in.gov/>) and **login**, if this is your first login you will need to setup a username and password.



- 2) Scroll Down and find your **contract number and description** in the Portal as shown. (For this example: R-42153, ON US 30 at Various Locations)

The screenshot shows the DOTslip portal interface. At the top, there is a search bar and filters for 'Material type' (All Material Types), 'Show Status' (Active), and 'Sort' (Last Updated). Below the search bar, the project name 'ON US 30 AT VARIOUS LOCATIONS' is highlighted with a red box. A red arrow points to this box. Below the project name, there is a table with project details:

State Project Number	Project Start	Job Number	Supplier	Last Ticketed	Days Worked
R-42153	9/14/2021 10/19/2021	540258 R42153A	Ozinga Phend & Brown	8/5/2022, 1:55 PM 11/14/2022, 1:33 PM	37 108

Below the project details, there is a 'Material Breakdown' table:

Material Breakdown	# of Loads	# of Delivered	# of Pending	# of Rejected	# of Waste
BRL07442-25 - HMA TYPE C BASE 25MM	95	1,881.50 (95)	0.00 (0)	0.00 (0)	0.00 (0)
BRD07442-25 - HMA TYPE C BASE 25MM	7	120.93 (6)	0.00 (0)	0.00 (0)	0.00 (0)
BRL07434-95 - HMA TYPE C SURF 9.5MM	36	700.46 (35)	0.00 (1)		0.00 (0)

At the bottom right, there is a 'Try Beta' button.

- 3) Select **Finals Report** as shown, this will generate a single excel file with individual sheets for each supplier that will list every e-ticket received on the contract.

The screenshot shows the same DOTslip portal interface as the previous one. The 'Finals Report' button is highlighted with a red box, and a red arrow points to it. The project details and material breakdown tables are also visible.

- 4) The **Create Finals Report** box will appear, several options are available for organizing the tickets. Select **“By Supplier”** to download a report with tickets organized by supplier. (Do not select “Only Delivered Tickets or Download all PDF Tickets”)

Create Finals Report

☒ By Supplier

☐ By Supplier, By Day

☐ By Supplier, By Material Type

☐ By Supplier, By Material Type, By Day

☐ Only Delivered Tickets

Start Date / Time

mm / dd / yyyy

End Date / Time

mm / dd / yyyy

☐ Download all the PDF tickets within the selected range

DOWNLOAD EMAIL ME

- 5) Next, click on the **Start Date/Time** box. Then the Calendar box will appear, click on the **Month/Year** gray toggle box. (Or if you know the earliest date of tickets, just type in the date)

Create Finals Report

Start Date / Time

mm / dd / yyyy

May 2023

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

DOWNLOAD EMAIL ME

- 6) In the **Calendar box** as shown below scroll and select the **earliest year** and **earliest month** available, this represents the earliest month and year tickets were received on the contract. Then, for the **day (dd)** type in 01 for the 1st day of the month. (Skip this step if you typed in the earliest date of tickets)

The screenshot shows the 'Create Finals Report' dialog box. The 'Start Date / Time' field is active, with '09' selected in the month dropdown and 'dd' in the day field. A calendar for September 2021 is open, showing the month and year. Red arrows point to the month and day fields. The background shows a project list with columns for State Project Number, Material Breakdown, Days Worked, # of Rejected, and # of Waste.

- 7) For the **End Date/Time**, either follow the same steps to select today's date or type in today's date which will cover all tickets during your contract timeframe. Then, on **Start time** type in 6:00am and on **End time** type in 7:00pm as shown. When all dates/times are filled in select **Download** as shown.

The screenshot shows the 'Create Finals Report' dialog box with the 'Start Date / Time' field filled with '09 / 01 / 2021' and '06:00 AM'. The 'End Date / Time' field is filled with '05 / 19 / 2023' and '07:00 PM'. The 'Download' button is highlighted with a red box and an arrow. Red arrows also point to the date and time fields. The background shows the same project list as the previous screenshot.

- 8) You will see a notification that your **report is downloading**, upon completion open the file location of your download (usually in downloads folder, or documents folder, or on the desktop). Select the excel file which starts with **DOTFinalsReport_** as shown.

The screenshot shows the DOTslip website interface. At the top, there's a search bar and a navigation menu. A green notification box with a close button says "Your report will be downloaded soon". Below this, the project details for "ON US 30 AT VARIOUS LOCATIONS" are displayed. The project information includes State Project Number R-42153, Project Start dates 9/14/2021 and 10/19/2021, Job Number 540258 and R42153A, Supplier Ozinga and Phend & Brown, Last Ticketed dates 8/5/2022 and 11/14/2022, and Days Worked 37 and 108. Below the project information is a table showing Material Breakdown with columns for Material, # of Loads, # of Delivered, # of Pending, # of Rejected, and # of Waste. The materials listed are BRL07442-25 - HMA TYPE C BASE 25MM, BRD07442-25 - HMA TYPE C BASE 25MM, and BRL07434-95 - HMA TYPE C SURF 9.5MM. A "Try Beta" button is visible at the bottom right.

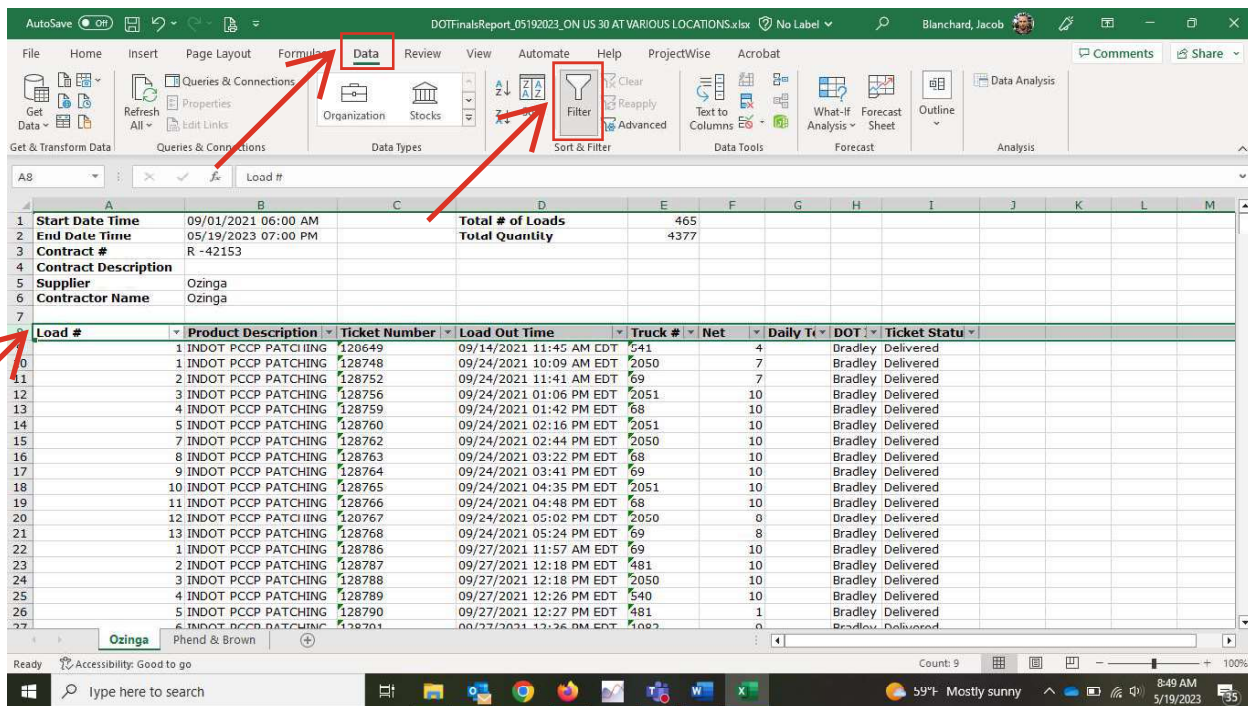
- 9) The **Finals Report** excel file will show e-ticket data for every ticket on the contract between the start and end dates selected for each supplier. (For this example, the first spreadsheet is for Ozinga)

The screenshot shows the Excel file "DOTFinalsReport_05192023_ON US 30 AT VARIOUS LOCATIONS.xlsx". The file contains a summary of ticket data for Ozinga. The summary information is as follows:

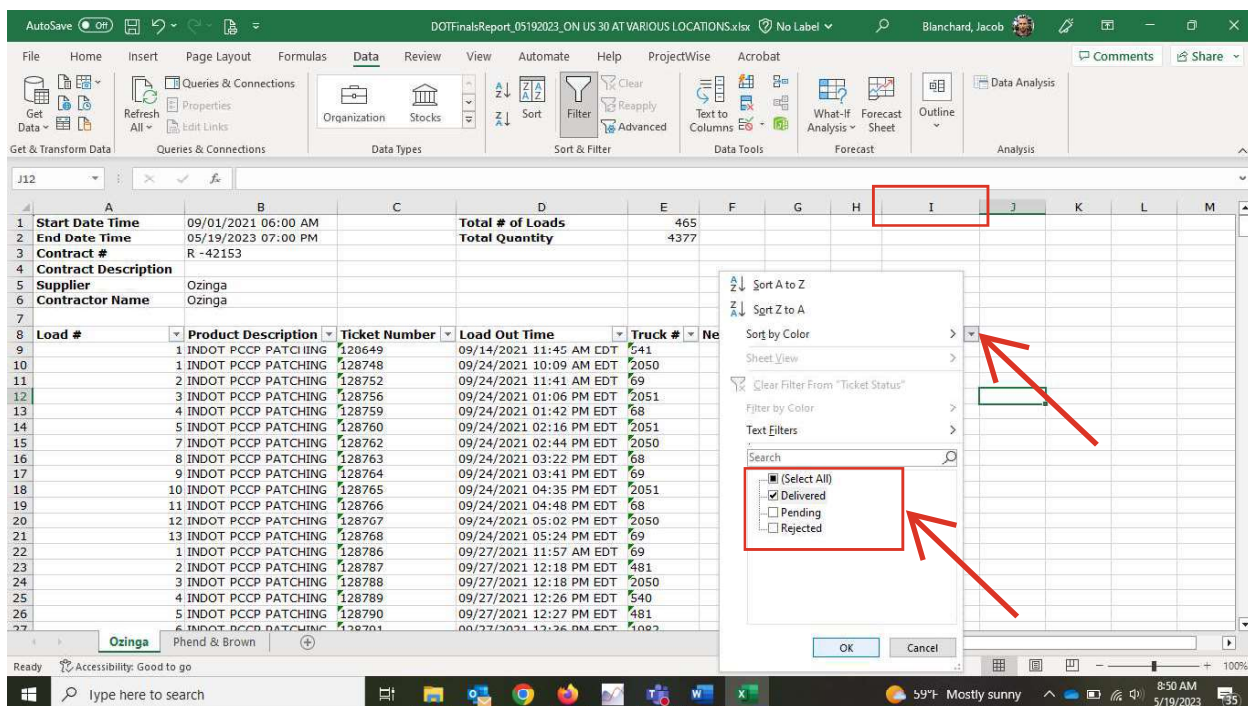
Field	Value
Start Date Time	09/01/2021 06:00 AM
End Date Time	05/19/2023 07:00 PM
Contract #	R-42153
Contract Description	
Supplier	Ozinga
Contractor Name	Ozinga

Below the summary is a table of ticket data with columns: Load #, Product Description, Ticket Number, Load Out Time, Truck #, Net, Daily Totz DOT Ins, and Ticket Status. The data shows multiple tickets for INDOT PCCP PATCHING, all delivered by Bradley.

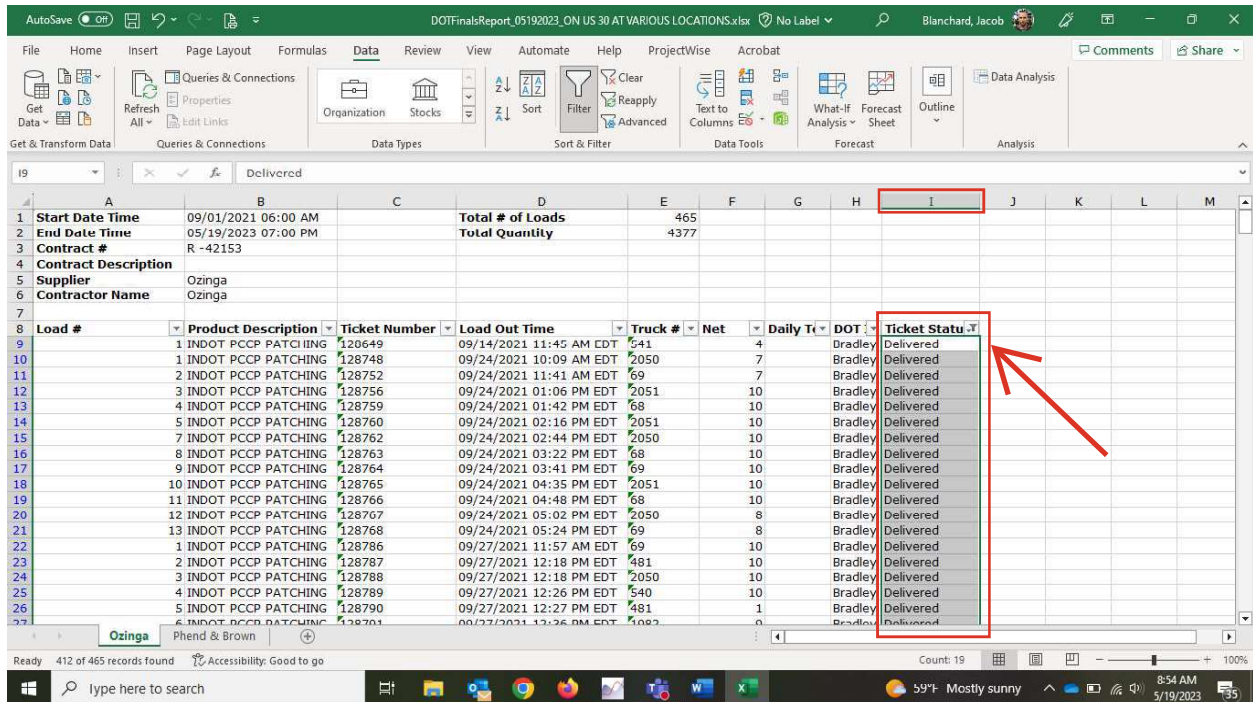
10) To Format the **Finals Report** for final payment and FCR submission, first **select the row** with all of the column headings, then select the **Data** tab, then select the **Filter** button as shown.



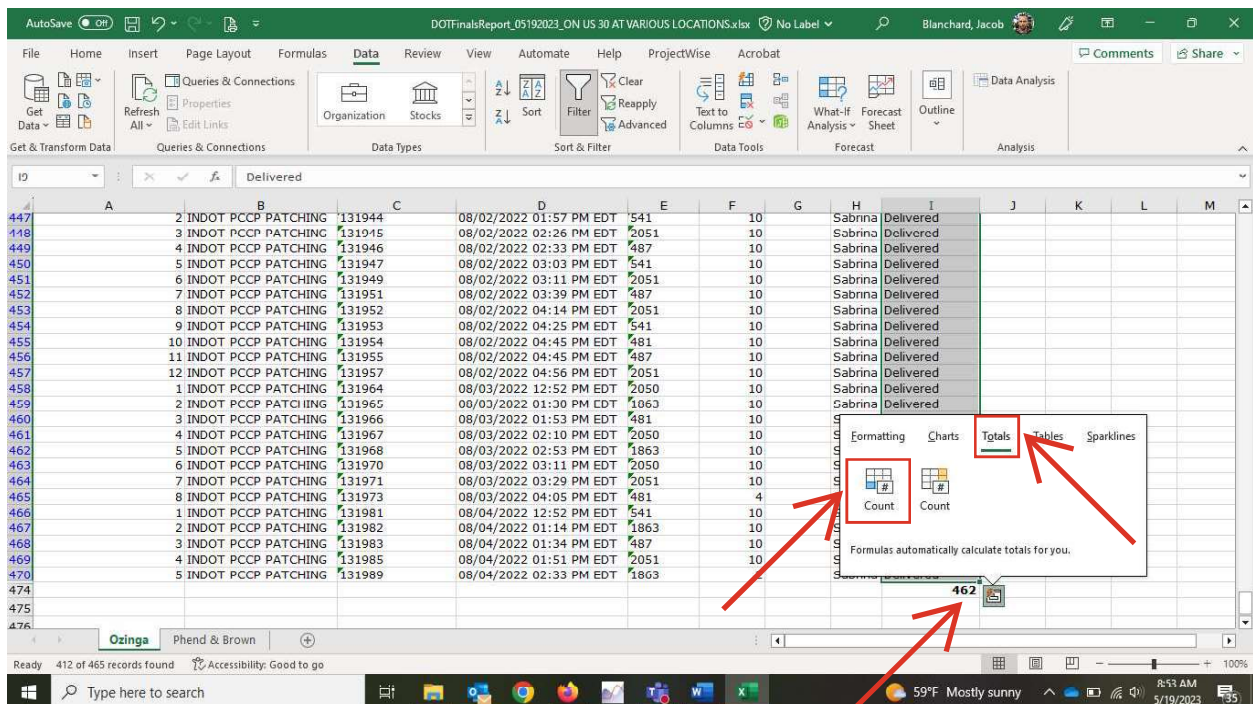
11) Now you should see **filter drop downs** on each column, select the filter drop down on **column I ticket status**. This will bring up the **filter box** shown below, any tickets that will not be used as source documents or basis for pay can be filtered out by unchecking (rejected tickets for example).



- 12) Next move your mouse to the **first ticket under column I ticket status** and left click and hold and continue to scroll down, keep scrolling until you **placed the box around all of the ticket cells in column I** as shown. (See next step showing scroll to the bottom of column I)



- 13) After scrolling the box to the bottom of the row, release your right click. Select the **small icon** shown which will bring up the **data box** also shown here. Select the **Totals tab** and then select the **count box** with the blue color shown. This will auto-count the # of Delivered Tickets in Column I.



- 14) Go back to the top of the sheet and select a cell to type in the **Suppliers Name** and **e-ticket Count** and select another cell to type in the **e-ticket Count total** (just determined in the previous step) as shown. Then select the next cell and type in **Tickets** as the unit of measure.

Start Date Time	End Date Time	Contract #	Contract Description	Supplier	Contractor Name
09/01/2021 06:00 AM	05/19/2023 07:00 PM	R-42153	Ozinga e-Ticket Count = 462 Tickets	Ozinga	Ozinga

Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Ticket	DOT	Ticket Status
1	INDOT PCCP PATCHING	128649	09/14/2021 11:45 AM EDT	541	4	4	Bradley	Delivered
2	INDOT PCCP PATCHING	128748	09/24/2021 10:09 AM EDT	2050	7	7	Bradley	Delivered
3	INDOT PCCP PATCHING	128752	09/24/2021 11:41 AM EDT	69	7	7	Bradley	Delivered
4	INDOT PCCP PATCHING	128756	09/24/2021 01:06 PM EDT	2051	10	10	Bradley	Delivered
5	INDOT PCCP PATCHING	128759	09/24/2021 01:42 PM EDT	68	10	10	Bradley	Delivered
6	INDOT PCCP PATCHING	128760	09/24/2021 02:16 PM EDT	2051	10	10	Bradley	Delivered
7	INDOT PCCP PATCHING	128762	09/24/2021 02:44 PM EDT	2050	10	10	Bradley	Delivered
8	INDOT PCCP PATCHING	128763	09/24/2021 03:22 PM EDT	68	10	10	Bradley	Delivered
9	INDOT PCCP PATCHING	128764	09/24/2021 03:41 PM EDT	69	10	10	Bradley	Delivered
10	INDOT PCCP PATCHING	128765	09/24/2021 04:35 PM EDT	2051	10	10	Bradley	Delivered
11	INDOT PCCP PATCHING	128766	09/24/2021 04:48 PM EDT	68	10	10	Bradley	Delivered
12	INDOT PCCP PATCHING	128767	09/24/2021 05:02 PM EDT	2050	8	8	Bradley	Delivered
13	INDOT PCCP PATCHING	128768	09/24/2021 05:24 PM EDT	69	8	8	Bradley	Delivered
14	INDOT PCCP PATCHING	128786	09/27/2021 11:57 AM EDT	69	10	10	Bradley	Delivered
15	INDOT PCCP PATCHING	128787	09/27/2021 12:18 PM EDT	481	10	10	Bradley	Delivered
16	INDOT PCCP PATCHING	128788	09/27/2021 12:18 PM EDT	2050	10	10	Bradley	Delivered
17	INDOT PCCP PATCHING	128789	09/27/2021 12:26 PM EDT	540	10	10	Bradley	Delivered
18	INDOT PCCP PATCHING	128790	09/27/2021 12:27 PM EDT	481	1	1	Bradley	Delivered
19	INDOT PCCP PATCHING	128791	09/27/2021 12:36 PM EDT	5003	0	0	Bradley	Delivered

- 15) Next in similar fashion, select cells the next row down and type in the **Unit Price per Ticket** equals **\$2.00** and **Each**. Then, select cells the next row down and type in the **Suppliers Name** and **e-ticket incentive** equals the payment in dollars. (Supplier Incentive = Ticket Count x Unit Price per Ticket)

Start Date Time	End Date Time	Contract #	Contract Description	Supplier	Contractor Name
09/01/2021 06:00 AM	05/19/2023 07:00 PM	R-42153	Ozinga e-Ticket Count = 462 Tickets	Ozinga	Ozinga
			Unit Price per Ticket = \$2.00 Each		
			Ozinga e-ticket Incentive = \$924.00 Dollars		

Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Ticket	DOT	Ticket Status
1	INDOT PCCP PATCHING	128649	09/14/2021 11:45 AM EDT	541	4	4	Bradley	Delivered
2	INDOT PCCP PATCHING	128748	09/24/2021 10:09 AM EDT	2050	7	7	Bradley	Delivered
3	INDOT PCCP PATCHING	128752	09/24/2021 11:41 AM EDT	69	7	7	Bradley	Delivered
4	INDOT PCCP PATCHING	128756	09/24/2021 01:06 PM EDT	2051	10	10	Bradley	Delivered
5	INDOT PCCP PATCHING	128759	09/24/2021 01:42 PM EDT	68	10	10	Bradley	Delivered
6	INDOT PCCP PATCHING	128760	09/24/2021 02:16 PM EDT	2051	10	10	Bradley	Delivered
7	INDOT PCCP PATCHING	128762	09/24/2021 02:44 PM EDT	2050	10	10	Bradley	Delivered
8	INDOT PCCP PATCHING	128763	09/24/2021 03:22 PM EDT	68	10	10	Bradley	Delivered
9	INDOT PCCP PATCHING	128764	09/24/2021 03:41 PM EDT	69	10	10	Bradley	Delivered
10	INDOT PCCP PATCHING	128765	09/24/2021 04:35 PM EDT	2051	10	10	Bradley	Delivered
11	INDOT PCCP PATCHING	128766	09/24/2021 04:48 PM EDT	68	10	10	Bradley	Delivered
12	INDOT PCCP PATCHING	128767	09/24/2021 05:02 PM EDT	2050	8	8	Bradley	Delivered
13	INDOT PCCP PATCHING	128768	09/24/2021 05:24 PM EDT	69	8	8	Bradley	Delivered
14	INDOT PCCP PATCHING	128786	09/27/2021 11:57 AM EDT	69	10	10	Bradley	Delivered
15	INDOT PCCP PATCHING	128787	09/27/2021 12:18 PM EDT	481	10	10	Bradley	Delivered
16	INDOT PCCP PATCHING	128788	09/27/2021 12:18 PM EDT	2050	10	10	Bradley	Delivered
17	INDOT PCCP PATCHING	128789	09/27/2021 12:26 PM EDT	540	10	10	Bradley	Delivered
18	INDOT PCCP PATCHING	128790	09/27/2021 12:27 PM EDT	481	1	1	Bradley	Delivered
19	INDOT PCCP PATCHING	128791	09/27/2021 12:36 PM EDT	5003	0	0	Bradley	Delivered

16) Move on to the next supplier by selecting that suppliers sheet tab in the bottom left corner and repeat steps 9 through 14 for this supplier.

The screenshot shows an Excel spreadsheet titled 'DOTFinalsReport_05192023_ON US 30 AT VARIOUS LOCATIONS.xlsx'. The 'Data' tab is active. The spreadsheet contains a table with columns: Load #, Product Description, Ticket Number, Load Out Time, Truck #, Net, Daily Total, DOT, and Ticket Status. The 'Phend & Brown' supplier tab is selected in the bottom left corner, indicated by a red box and a red arrow.

Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Total	DOT	Ticket Status
1	HMA TYPE C BASE 25MM	00120030	10/19/2021 00:21 AM CDT	MTI620	19.7	19.7	Bradley	Delivered
2	HMA TYPE C BASE 25MM	00120839	10/19/2021 08:31 AM EDT	MTI24	20.29	39.99	Bradley	Delivered
3	HMA TYPE C BASE 25MM	00120840	10/19/2021 08:40 AM EDT	MTI618	20.27	60.26	Bradley	Delivered
4	HMA TYPE C BASE 25MM	00120841	10/19/2021 08:51 AM EDT	MTI29	20.27	80.53	Bradley	Delivered
5	HMA TYPE C BASE 25MM	00120842	10/19/2021 09:00 AM EDT	MTI630	20.15	100.68	Bradley	Delivered
6	HMA TYPE C BASE 25MM	00120843	10/19/2021 09:03 AM EDT	MTI22	20.25	120.93	Bradley	Delivered
7	HMA TYPE C BASE 25MM	00229054	10/19/2021 10:05 AM EDT	MTI 620	18.39	18.39	Bradley	Delivered
8	HMA TYPE C BASE 25MM	00229055	10/19/2021 10:11 AM EDT	MTI 618	18.25	36.64	Bradley	Delivered
9	HMA TYPE C BASE 25MM	00229056	10/19/2021 10:16 AM EDT	MTI 29	18.29	54.93	Bradley	Delivered
10	HMA TYPE C BASE 25MM	00229059	10/19/2021 10:29 AM EDT	MTI 602	18.72	73.65	Bradley	Delivered
11	HMA TYPE C BASE 25MM	00229060	10/19/2021 10:34 AM EDT	MTI 22	18.87	92.52	Bradley	Delivered
12	HMA TYPE C BASE 25MM	00229062	10/19/2021 10:37 AM EDT	RRR2	19.26	111.70	Bradley	Delivered
13	HMA TYPE C BASE 25MM	00229063	10/19/2021 10:40 AM EDT	YAN1	20.83	132.61	Bradley	Delivered
14	HMA TYPE C BASE 25MM	00229064	10/19/2021 10:44 AM EDT	MTI 630	19.47	152.08	Bradley	Delivered
15	HMA TYPE C BASE 25MM	00229067	10/19/2021 10:51 AM EDT	APA 24	19.5	171.58	Bradley	Delivered
16	HMA TYPE C BASE 25MM	00229068	10/19/2021 10:54 AM EDT	MTI 620	19.86	191.44	Bradley	Delivered
17	HMA TYPE C BASE 25MM	00229069	10/19/2021 11:00 AM EDT	MTI 618	22.7	214.14	Bradley	Delivered
18	HMA TYPE C BASE 25MM	00229072	10/19/2021 11:06 AM EDT	MTI 29	19.87	234.01	Bradley	Delivered
19	HMA TYPE C BASE 25MM	00229074	10/19/2021 11:12 AM EDT	MTI 23	20.15	254.16	Bradley	Delivered

17) Having followed steps 9 through 14 for the second supplier, type in the e-ticket Count, the Unit Price, and the Supplier e-ticket Incentive as shown in our example for this second supplier.

The screenshot shows an Excel spreadsheet titled 'DOTFinalsReport_05192023_ON US 30 AT VARIOUS LOCATIONS_Example for Guide...'. The 'Data' tab is active. The spreadsheet contains a table with columns: Load #, Product Description, Ticket Number, Load Out Time, Truck #, Net, Daily Total, DOT, and Ticket Status. The 'Phend & Brown' supplier tab is selected in the bottom left corner, indicated by a red box and a red arrow. A yellow box highlights summary information for the second supplier.

Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Total	DOT	Ticket Status
1	HMA TYPE C BASE 25MM	00120838	10/19/2021 08:21 AM EDT	MTI620	19.7	19.7	Bradley	Delivered
2	HMA TYPE C BASE 25MM	00120839	10/19/2021 08:31 AM EDT	MTI24	20.29	39.99	Bradley	Delivered
3	HMA TYPE C BASE 25MM	00120840	10/19/2021 08:40 AM EDT	MTI618	20.27	60.26	Bradley	Delivered
4	HMA TYPE C BASE 25MM	00120841	10/19/2021 08:51 AM EDT	MTI29	20.27	80.53	Bradley	Delivered
5	HMA TYPE C BASE 25MM	00120842	10/19/2021 09:00 AM EDT	MTI630	20.15	100.68	Bradley	Delivered
6	HMA TYPE C BASE 25MM	00120843	10/19/2021 09:03 AM EDT	MTI22	20.25	120.93	Bradley	Delivered
7	HMA TYPE C BASE 25MM	00229054	10/19/2021 10:05 AM EDT	MTI 620	18.39	18.39	Bradley	Delivered
8	HMA TYPE C BASE 25MM	00229055	10/19/2021 10:11 AM EDT	MTI 618	18.25	36.64	Bradley	Delivered
9	HMA TYPE C BASE 25MM	00229056	10/19/2021 10:16 AM EDT	MTI 29	18.29	54.93	Bradley	Delivered
10	HMA TYPE C BASE 25MM	00229059	10/19/2021 10:29 AM EDT	MTI 602	18.72	73.65	Bradley	Delivered
11	HMA TYPE C BASE 25MM	00229060	10/19/2021 10:34 AM EDT	MTI 22	18.87	92.52	Bradley	Delivered
12	HMA TYPE C BASE 25MM	00229062	10/19/2021 10:37 AM EDT	RRR2	19.26	111.78	Bradley	Delivered
13	HMA TYPE C BASE 25MM	00229063	10/19/2021 10:40 AM EDT	YAN1	20.83	132.61	Bradley	Delivered
14	HMA TYPE C BASE 25MM	00229064	10/19/2021 10:44 AM EDT	MTI 630	19.47	152.08	Bradley	Delivered
15	HMA TYPE C BASE 25MM	00229067	10/19/2021 10:51 AM EDT	APA 24	19.5	171.58	Bradley	Delivered
16	HMA TYPE C BASE 25MM	00229068	10/19/2021 10:54 AM EDT	MTI 620	19.86	191.44	Bradley	Delivered
17	HMA TYPE C BASE 25MM	00229069	10/19/2021 11:00 AM EDT	MTI 618	22.7	214.14	Bradley	Delivered
18	HMA TYPE C BASE 25MM	00229072	10/19/2021 11:06 AM EDT	MTI 29	19.87	234.01	Bradley	Delivered
19	HMA TYPE C BASE 25MM	00229074	10/19/2021 11:12 AM EDT	MTI 23	20.15	254.16	Bradley	Delivered

Summary information for the second supplier (highlighted in yellow):

- P & B e-ticket Count = 7528 Tickets
- Unit Price per Ticket = \$2.00 Each
- P & B e-ticket Incentive = \$15,056.00 Dollars

- 18) Lastly, for the **Final Payment to the Prime Contractor**, add up the Supplier e-ticket Incentive for each supplier and determine the **Total e-ticket Incentive dollar amount**. (For our example **Total e-ticket Incentive** = P&B Incentive + Ozinga Incentive = \$15,056 + \$924 = \$15,980)